

MEMO PERD #36/00

December 18, 2000

TO: Department Directors
Pay Clerks

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: CHANGE IN HEALTH INSURANCE PREMIUM
PAYMENT SCHEDULE

This memorandum is to advise you of a **one-time** change to the schedule for processing health insurance premium payments including employee deduction amounts. Normally, these payments are processed with the first pay period of every month. In January 2001, the payments will occur in the second pay period of the month, January 19, 2001.

As you know, during the open enrollment period, the Public Employees Benefit Program is requiring all employees to submit an enrollment form due to the many plan changes taking place January 1, 2001. The results will be a high volume of paperwork that must be processed to update coverage information for each employee.

It is very important to us that the health insurance information is processed with the greatest degree of accuracy. The change in the schedule will allow more time to ensure this occurs. This change will have no effects on insurance coverage, which will still be effective on January 1, 2001. Health insurance premium processing will resume as normal in February 2001, with payments processing in the first pay period of the month, February 2, 2001.

Should you have any questions regarding health insurance coverage, please contact the Public Employees Benefits Office at 1-800-326-5496. Thank you for your understanding and patience in this matter.

JG:cp

cc: Agency Personnel Liaisons

Agency Personnel Representatives

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